

TASK ORDER STATEMENT OF WORK (SOW)

Work Order # B7CZ9Y Asphalt Naval Magazine Indian Island

PART 1 GENERAL INFORMATION

- 1.1. General: The United States Navy, Naval Facilities Engineering Command (NAVFAC) Northwest, Public Works Department (PWD) Bangor has a requirement for construction services to provide a Firm Fixed-Price (FFP) Construction Contract for Work Order (WO) # B7CZ9Y Asphalt Naval Magazine Indian Island.
- 1.2. Description of Services/Introduction: This is a new Firm Fixed Price (FFP) construction requirement. The contractor shall provide all labor, material, equipment, mobilization, demobilization, quality control services and ancillary items required to provide replacement of two roadway lanes that are approximately 1,000 feet of road surface located at Naval Magazine Indian Island, WA in accordance with the terms and conditions established in the FEAD Paving Indefinite Quantity Indefinite Delivery and all other applicable clauses, provisions, special contract requirements, specifications and contained herein.
- 1.3. Objectives: NAVFAC Northwest seeks a paving construction contractor capable of providing a replacement and repair of existing roadways. To accomplish the replacement of the two roadways, the contractor will have to meet the following objectives.
- Developing Traffic Control Plan.
 - Demolish and replace approximately 1,000 feet of road surface
 - Cold mill approximately 24,000 square feet x 3” deep of existing asphalt area.
 - Reuse existing asphalt as base material for compaction before resurfacing with hot mix asphalt.
 - Prepare roadway and earthwork.
 - Conduct Compaction testing
 - Provide new asphalt roadway.
 - Seal road surface with HMA sealant upon completion.
 - Cold mill approximately 24,000 square feet x 3” deep of existing asphalt area.
 - Install 3” wearing course of HMA and compact to 95%.
 - Provide a two foot wide by four inch deep shoulder using ¾ minus compacted gravel on the perimeter of the new work
 - Conduct operational and drainage testing.
 - Striping of newly paved roadway.
- 1.4. Period of performance: The period of performance for this task order is 180 calendars days from date of award.
- 1.5. General Information

- 1.5.1. Management / Quality Control Plan: The contractor shall develop and maintain an effective management plan to ensure services are performed in accordance with this SOW. The contractor's management plan shall provide assigned resources, contractor personnel, and how implementation of contractor resources will be utilized to accomplish the tasks within the SOW. The contractor shall develop and implement Quality Control (QC) procedures to identify, prevent, and ensure non-recurrence of defective services. The contractor's quality control plan is the means by which the contractor assures that the work complies with the requirements of the contract. The contractor shall provide a management plan and a QC plan at the Pre-Construction Meeting for Government review and comment. The Contractor shall provide a final QC plan to the COR not later seven (7) days after the Pre-Construction Meeting. After acceptance of the quality control plan the contractor shall receive the Contracting Officer's acceptance in writing of any proposed change to his QC system.
- 1.5.2. Quality Assurance: The government shall evaluate the contractor's performance under this task order through various Quality Assurance (QA) methods. In an effort to minimize the contract administration burden, simplified methods of surveillance techniques shall be used by the Government to evaluate contractor performance. The primary methods of surveillance are random checks, observations, inspections, complaints and review of those records and files that are required to be maintained and delivered under this statement of work. The Government will use appointed representatives, as well as required reports to monitor the contractor's performance.
- 1.5.3. Quality Control/Contractor Inspection: The Contractor shall be responsible for all Quality Control (QC) of all paving activities. The three (3) primary stages of work require the Contractor to provide independent inspections and testing required for 1.) Compaction, 2.) Laying of Asphalt, and 3.) Operational testing. The COR will approve all phases of work before the Contractor may proceed with the next stage of performance. The Contractor shall provide the at least twenty-four (24) hour notice after QC inspection has been conducted for the COR to inspect the work. Upon Government inspection the COR shall provide the Contractor with technical approval to proceed or provide a list of discrepancies to address before continuing performance. The Contractor will have forty-eight (48) hours to correct discrepancies for re-inspection by the COR. All Contractor testing shall be in accordance with the Washington State Department of Transportation, (WSDOT) M 41-10, Standard Specifications for Road, Bridge, and Municipal Construction.
- 1.5.4. Weekly Reports: Reports are to be prepared, signed and dated by the Contractor Project Manager assigned to the project. For this Task Order, the contractor shall provide a weekly report to the Contracting Officer's Representative (COR) via electronic mail. The COR/Contracting Officer will have five (5) business days to address any concerns raised in the weekly Progress Reports.
- At a minimum, the following information shall be included in each daily report:
 - Progress this period
 - Status of all tasks developed in the project management plan (with attachment copies of meeting notes, point and working papers).
 - Indication that the delivery date is being met or if not, a description of new delivery dates. It must include the reasons for a change in the date and identify the impact of the change on the project.
 - What is needed from Government in order to meet the delivery date.
 - Activity planned for the next reporting period; planned supporting activities, as well as the status of all products/working papers, including planned delivery date and actual and/or anticipated delivery date.
 - Problems encountered; identification of any problems, issues or delays and recommendations as to their resolution concerning the problems submitted during the interim, and any correction action that was taken to correct identified problems.
 - Pictures of construction progress of key milestones or events on the project.

- 1.5.5. Place of Performance: The work to be performed under this contract will be performed at United States Navy, Naval Magazine, Indian Island, WA.
- 1.5.6. Type of Contract: The government will award a Firm Fixed Price Task Order.
- 1.5.7. Security Requirements: Contractor personnel performing work under this contract must be able to security requirements set forth in the base contract, and must maintain the level of security required for the life of the contract.
- 1.5.8. Post Award Conference / Pre-Construction Meeting / Periodic Progress Meetings: The Contractor agrees to attend any post award conference convened by the contracting activity or contract administration office in accordance with Federal Acquisition Regulation Subpart 42.5. The contracting officer, Contracting Officers Representative (COR), and other Government personnel, as appropriate, may meet periodically with the contractor to review the contractor's performance. At these meetings the contracting officer will apprise the contractor of how the government views the contractor's performance and the contractor will apprise the Government of problems, if any, being experienced. Appropriate action shall be taken to resolve outstanding issues. These meetings shall be at no additional cost to the government.
- A Pre-Construction meeting for this Task Order will be held by the Government at least fourteen (14) calendar days prior to the Contracting Officer issuing a notice to proceed for the contractor to begin construction. All bonds, submittals, and plans shall be provided and approved by the Government prior to issuance of any notice to proceed. The contractor and all required sub-contractors will be in attendance at a minimum.
- 1.5.9. Road Specification/Standards: The contractor shall perform all work according to Washington State Department of Transportation, (WSDOT) M 41-10, Standard Specifications for Road, Bridge, and Municipal Construction; <http://www.wsdot.wa.gov/publications/manuals/M41-10.html>

PART 2 GOVERNMENT FURNISHED PROPERTY, EQUIPMENT, AND SERVICES

- 2.1. Services: The Government will furnish reasonable amounts of utilities for the project in accordance with NAVFAC 5252.236-9305.
- 2.2. Facilities: The Government will not furnish any facilities for the contractor's use.
- 2.3. Utilities: The Contractor shall instruct employees in utilities conservation practices. The contractor shall be responsible for operating under conditions that preclude the waste of utilities, which include turning off the water faucets or valves after using the required amount to accomplish cleaning vehicles and equipment.
- 2.4. Equipment: The Government will not furnish any equipment for the contractor's use on this project.
- 2.5. Restrooms: The Government will not provide access to any restrooms. The contractor shall be responsible for providing restroom facilities for their employees

PART 3 CONTRACTOR FURNISHED PRODUCTS AND MATERIALS:

3.1 General: All materials and products provided by the contractor in the performance of this contract shall be new, first quality, and products that meet Buy American Act clauses, and will meet or exceed the manufacturer's specifications.

3.2 Product/Material: Surface Aggregate: 1/2" Hot Mix Asphalt (HMA) in one lift – Aggregate shall be HMA Performance Grade 64-22, conforming to Section 9-30.8 of the WSDOT-APWA. Asphalt shall comply with Section 9-30.8 of the WSDOT- APWA Stain Concealing. Base Course: Asphalt grindings (grindings must be 1" or less). Tack Coat: Hot emulsion and Sealer: Hot emulsion sealer.

PART 4 SPECIFIC TASKS:

4.1. Basic Services. B7CZ9Y Asphalt Replacement, Naval Magazine Indian Island, WA .

4.2. Project Tasks:

- 4.2.1. General: This task order is issued to repair and replace two lanes approximately 1,000 feet in length from the intersection of Hoogewert & Chase down to intersection of West Road and Hoogewert located at Naval Magazine, Indian Island.
- 4.2.2. Traffic Control Plan: Prior to performance the Contractor shall develop and provide the Government a traffic control plan while paving activities are on-going. The Traffic Control Plan (TCP) shall provide a temporary traffic control zone which includes the entire section of roadway between the first advance warning sign through the last traffic control device, where traffic returns to its normal path and conditions. Temporary traffic control zones shall be divided into four areas: the advance warning area, the transition area, the activity area, and the termination area. The Contractor shall provide the TCP at least four-teen (14) days prior to performance for Government review. Upon Government review and comments the Contractor shall provide a finalized TCP forty-eight (48) hours after receipt of Government comments. The finalized TCP shall be provided to the COR for approval.
- 4.2.3. Saw Cuts: Contractor shall provide saw cuts for Chase Street and West Road. The saw cuts are to be resealed with HMA sealant upon once all cuts have been completed.
- 4.2.4. Demolition: Once the Contracting Officer has provided a notice to proceed, the contractor shall begin all necessary activities to begin demolishment of the two roadways. The contractor shall remove the current roadway surface by breaking up existing concrete and removing the pieces or collecting loose gravel with machinery. Demolished roadway material consisting of the grinded existing asphalt material shall be reused as the base compaction material before resurfacing with hot mix asphalt.
- 4.2.5. Cold Milling: Cold mill approximately 24,000 square feet X 3 inches deep of existing asphalt area and leave the tailings for sub-base. Any tailings over 1 inch in diameter shall be removed and sent to asphalt recycling. Compaction of sub-base shall be 95%. Field verification of all units of measurement shall be accomplished by the contractor. Install 3" wearing course of HMA and compact to 95%. Compaction testing shall be done in all stages of this project by an independent testing company to meet WSDOT specifications and copies of the tests shall be forwarded to the COR.
- 4.2.6. Earthwork: Contractor shall ensure that the roadway has the proper grade for drainage and prevent collapsed or heaved roadways. Any low spots shall be filled in by the Contractor achieve the proper grade so water runs off to the sides or bottom.
- 4.2.7. Compaction of Soil: Contractor shall provide and use machinery for compacting soil and other surfaces. Place reclaimed demolished asphalt material over the compacted soil to ensure crucial to proper drainage.
- 4.2.8. Asphalt: Contractor shall lay new asphalt over the prepared roadway to the asphalt size and thickness specified by the Washington State Department of Transportation, (WSDOT) M 41-10, Standard Specifications for Road, Bridge, and Municipal Construction.
- 4.2.9. Pollution Preventions: Contractor shall adhere to all Federal, State, and Local regulations and provide all required Storm Water Pollution prevention measures and management.
- 4.2.10. Notifications: The contractor is required to provide twenty-four (24) hour advanced notification to the COR of contractor personnel and vehicles requiring access to the Naval Installation. Notifications shall include at a minimum personnel and vehicles requiring access.
- 4.2.11. Record Keeping: All approved project package and project documents will be kept on the job sites with all employees being made aware of the contents. Current up to date Accident Prevention Plans

(APP) and Activity Hazard Analysis (AHA) will also be available for review if applicable. The contractor shall also inform each and every employee how to contact the Emergency Services of the base. The Government shall provide emergency services instructions and information at the PRECON meeting.

- 4.2.12. Cranes and Load Bearing Equipment: Contractors utilizing lifting and handling equipment including slings shall adhere to the 2010 P307 Contractor Crane Changes, as noted in section 1.7 of the P307, 2010 format.
- 4.2.13. Identification of Obstructions: Prior to construction activities the COR shall provide the contractor with any known obstructions or hazards on the site. This will include any electrical conduit or piping within or around the construction area. The contractor shall be responsible for preserving any known electrical conduits or existing piping during the paving of the roadways. The Contractor is required to survey the site and investigate for any hazard or obstructions prior to performance.
- 4.2.14. Burn Permit: A burn permit is required when the work requires the application of heat or spark producing devices or drilling, grinding burning, soldering, brazing, welding or other operations using an open flame. The COR shall have a minimum of fourteen (14) calendar days prior notice to obtain a burn permit.
- 4.2.15. Material Disposal: Disposal of any material resulting from demolition shall be in accordance with applicable Environmental regulations, including all documentation (Waste Designation Tables, WIS sheets, WGR, etc.) For Naval Base Kitsap, Bangor. All excess and/or discarded materials shall become property of the Contractor and shall be removed from Government property. Title to the materials resulting from demolition is vested in the Contractor upon authorization of the Contracting Officer to begin demolition. Recycling is preferred and recommended.
- 4.2.16. Construction Lay-Down Area: All areas of impact (lay down areas, buffer zone areas, roof loading and unloading area, etc.) shall be approved by the COR in writing prior to mobilization. Submittal for laydown areas, this should be accompanied with scheduling reflecting the times needed for each impacted area. The Government shall provide the Contractor with Lay-Down areas at the PRECON.
- 4.2.17. Daily Clean-up: The jobsite shall be left clean, free of excessive debris by the end of each shift. The contractor will be responsible for all dust and debris generated during the paving process around exterior of the building. Demo debris and all other building materials shall be secured daily when the contractors secure from work activities to prevent the possibility of material presenting a hazard around the site.
- 4.2.18. Field Verification: The contractor shall conduct field verification of any quantities or measurements provided within the technical requirements of this RFP prior to commencement of work.
- 4.2.19. Substantial Completion and Punchlist: The project will not be accepted as complete until all project documentation, and punch list items, have either been submitted or amended, in their entirety. What is the definition of substantially complete? Who schedules the punchlist walk and who do they contact? How many days does the contractor have after the punchlist walk to resolve the any or all issues?
- 4.2.20. Manuals: The contractor shall prepare and submit three (3) hard copies and three (3) DVD's of the O & M manuals to in a three ring binder. The binders shall have the project contracting number, prime contractor letterhead, project title and building number and they shall include all product data, installation and maintenance manuals to the government representative before final payment will be approved and provide any necessary training required on new systems. Upon completion of the project the Contractor shall provide any manuals required to the COR.
- 4.2.21. "As-Built" Drawings: The contractor shall provide two (2) complete sets of "As Built" Shop Drawings along with warranty info to show any deviations made from these project drawings, including buried or concealed construction and utility features revealed during the course of construction. Record the horizontal and vertical location of such items.

PART 5

5. Submittals: The contractor shall provide all required submittals in accordance with the Task Order SOW. Submit proposed equipment specifications to COR prior to commitment to purchase. The Contractor shall provide the COR all equipment or material submittals for Government inspection and approval prior to purchase and delivery to the project site.

5.1 Required Submittals:

The following submittals are required for the Work Order (WO) # B7CZ9Y Asphalt Naval Magazine Indian Island, WA. Instructions on delivery of submittals such as when the submittals are required and the appropriate government representative to provide the documents to are located in Technical Exhibit 1.

- Safety Plan
- Task Order Specific Accident Prevention Plan
- Activity Hazard Analysis (AHA)
- Burn permit
- Waste Information Sheets (WIS)
- Product/ Material Submittals
- Submittal required for all metal flashing.
- Required Safety and AHA plan.
- Task Order Required Demolition Plan
- Schedule of Values (SOV)
- Construction Wage Rate Payroll
- SF-1413 Sub-Contractor Reporting
- Daily QC/Production Report
- Weekly Report

TECHNICAL EXHIBIT 1
DELIVERABLES SCHEDULE

Task Order Submittals and Deliverables				
<u>Spec Item</u>	<u>Deliverable Title</u>	<u>Method of Delivery</u>	<u>Submit To</u>	<u>Due Date</u>
6.11	Construction Schedule / Schedule of Values (SOV)	MS Project-electronic	Contracting Officer and COR	7 calendar days after award
6.17	Pre-construction Meeting	IN PERSON	Contractor will send calendar request to COR and Contracting Officer	10 working days after award
6.22	Construction Wage Rate Requirements Statute Weekly Payroll Report	electronic with hard copy to follow	COR and Payroll POC designated in each TO	weekly upon start of work
6.22	Construction Wage Rate Requirements Statute Act subcontractor reporting SF 1413	electronic with hard copy to follow	COR and Payroll POC designated in each TO	prior to start of work on each TO
3.7	Universal Outage Request	electronic	COR	20 working days prior to proposed outage date
5.9	Task Order Specific Accident Prevention Plan	electronic	Contracting Officer and COR	7 calendar days after award- <i>must be included as a milestone on schedule</i>
5.20	Weight Handling Equipment (WHE) Accident Report	electronic	COR & Contracting Officer	immediately following any weight handling equipment accident (including rigging accidents)
5.19	Crane Operator's Qualifications, Crane Certifications, Critical Lift Plan; as required	electronic	COR	as applicable, 5 days prior to every scheduled evolution and with every subsequent crane lift plan in accordance with EM385-1-1 para 16.C.18
5.22	Hot Work permit from Fire Division	hard copy available at the fire station- available on-site for government review/inspection	COR	14 working days
5.10	Activity Hazard Analysis per EM385	electronic	Contracting Officer and COR	7 calendar days prior to each phase, <i>must be included as a milestone on schedule</i>

Task Order Submittals and Deliverables Continued				
5.13	Navy Contractor Significant Incident Report (CSIR)	electronic	COR & Contracting Officer	immediately following any recordable injuries and illnesses and property damage accidents resulting in at least \$20,000 in damages
5.13	Recordable Injuries or Illnesses or High Visibility Accidents, WHE Accident or property damage equal to or greater than \$2,000.	Phone call	COR & Contracting Officer	as soon as practical, but not later than 4 hours after the incident
5.13	Monthly work-hour reports (for ESAMS)	electronic with invoice	Contracting Officer and COR	monthly and/or with the invoice
5.16	Fall Protection and Prevention (FP&P) Plan (per EM385)	electronic	Contracting Officer and COR	7 calendar days after award
5.26	Daily QC/production Report	electronic	COR	every day after task order award
TASK ORDER SOW	Weekly Report	electronic	COR	Every Monday morning following the previous work week
5.26	Task Order Specific Construction Quality Control Plan	electronic	Contracting Officer and COR	7 calendar days after award
5.31	Waste information sheet (WIS)	electronic	COR	8 working days after task order award or 21 calendar days before waste generation if a change to the waste management plan is necessary
5.28	Contractor Hazardous Material Inventory (CHMI)	electronic	COR	Prior to the pre-con
5.35	Task Order Waste Management Plan	electronic, IF REQUIRED	COR	15 calendar days after task order award, prior to initiating any site preparation work.
5.36	Solid Waste Tracking Sheet (SWTS)	electronically	COR	as required, after disposal; added monthly to
5.36	Contractors Monthly Project Waste Summary Report (CMPWSR)	electronically	COR	monthly on the 5th

